

Subject for discussion:

The matter of providing adequate controls and reporting methods to assure prevention of over-commitment of funds, refrain from exceeding project and/or sub-allotment limitations, and otherwise provide adequate financial data for operational, administrative and financial purposes.

I. Basic problems are as follows:

- A. The extent to which operating offices should control from a financial viewpoint individual projects and/or sub-allotments covering program activities.
- B. The extent to which accounting and reporting assistance can be given by the Finance Division to avoid the need for detailed controls in the operating offices.
- C. The extent of the need for additional reporting and control procedures to permit an analysis for information and obligation purposes with respect to (1) items in transit, (2) lag in accounting reports and consequent unrecorded transactions, and (3) advances and/or other approvals which are not currently being controlled or immediately recorded at any appropriate central point.
- D. Related procedures necessary with respect to Letter AGO-400 transaction.
- E. The need for adjusting office allotments and limitations and/or overall budgetary allotments as between unvouchered and vouchered funds.

II. A number of related matters will need attention and further discussion and development in order to provide adequate controls and procedures with respect to the basic problems. It is desired to immediately determine the extent and nature of controls, recording and reporting processes which are necessary to meet the needs of the operating offices and budgetary and accounting requirements. A determination at this time as to the minimum amount of records and controls will permit the drafting of individual ~~and administrative~~ ^{and administrative} procedures for immediate coordination and concurrence.

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